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MEMORANDUM FOR: DISTRIBUTION

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DEPARTMENTAL RECORDS OFFICER

SUBJECT: RM Numbered Memo 2005-14, Office of Management and Budget
(OMB) Issues Policy for Federal Agency Public Web Sites

Attached for your information is OMB's release of "Policies for Federal Agency Public Websites." The policies include existing as well as new requirements. OMB requires agencies to continue adherence to the existing requirements and to become fully compliant with the new requirements by December 31, 2005. OMB will monitor agency compliance as part of its oversight of information resource management.

Records Managers must work with their information technology personnel to address implementation issues outlined in the attached document. The recommendations and best practices published by the Interagency Committee on Government Information (<http://www.webcontent.gov>) will also aid you in implementing the requirements.

In addition, the Office of the Chief Information Officer has drafted a Department of Energy (DOE) policy incorporating the OMB requirements for agency public websites. The "Web Site Management and Administration Manual" will address administration, security, and records management for websites and portals. The Manual will be coordinated through the RevCom process in the near future. The draft manual chapter on records management is attached for your information.

If you have questions, please contact me on 301-903-3455 or e-mail sharon.evelin@hq.doe.gov

Attachments: 2